



## ETHICS COMMISSION JOB OPPORTUNITY

Present Title	Ethics Training Specialist I	Department	Corporation Counsel
Present Pay Grade	NC00 (BU13/SR22/Step C)	Division	Ethics Commission
Present Title Code	958025	Branch	
Position Status	Permanent	Section/Unit	
	F/T <input checked="" type="checkbox"/> P/T <input type="checkbox"/>	Work Location	925 Dillingham Blvd, Rm. 190, Honolulu, HI 96817
Immediate Supervisor	Position No. CC-156	Title and Pay Grade Executive Director and Legal Counsel	
Equipment or tools regularly operated or used.	Computer, webcams, typewriter, scanner, laser printer, paper shredder, copier and facsimile machine, telephone, audio-recording equipment, postage meter, date and time stamp machine, computer software (MS Office Suite, Outlook, Excel, Word, PowerPoint, Access, Adobe Acrobat, Adobe Acrobat Pro, DropBox), Internet Explorer, various social media platforms (Twitter, FaceBook), remote meeting applications (Webex) and online training platforms. Familiarity with learning management systems, web and video editing tools, other training database programs helpful.		
Special Work Requirements	Ability to work in the office and remotely, and launch remote meeting/training applications to host trainings, meetings, staff and other internal and external meetings/trainings.		

**DESCRIPTION OF THE MAJOR DUTIES AND RESPONSIBILITIES ASSIGNED OR DELEGATED TO THIS POSITION.** List only those duties that are part of the regular work of this position throughout the year. List the duties in order of importance or frequency and combine related details. Environmental and physical demands, hazards, and/or unusual isolation involved in the performance of the work must be identified for each duty or group of duties. Opposite each description of a duty or group of duties, enter the approximate percentage of time devoted to that work. Percentages of time for all duties and responsibilities must total 100%. Enter in the last column, the appropriate ADA indicator(s) as shown below:

- (1) The performance of this function is the reason that the job exists.
- (2) The number of other employees available to perform this function is limited.
- (3) This function is highly specialized, and employee is hired for special expertise or ability to perform this function.

#	Description of Duties and Responsibilities	% of Time	ADA Indicator(s)
<b>General Summary:</b> (Describe the overall purpose and objective of this position) Under the general direction of the Executive Director and Legal Counsel (EDLC), the incumbent plans, develops and executes a wide range of city-wide ethics and targeted small group ethics trainings for supervisory, appointed, and elected employees and officials at the highest levels of city government; identifies and evaluates training needs; utilizes both in-person, online, and other virtual training platforms for ethics training delivery; liaises with city departments and agencies on ethics training delivery and support and works directly with the Departments of Information Technology and Human Resources to develop and implement updates, changes, and improvements needed for the ethics online training platform; drafts and distributes ethics outreach materials, including training materials, newsletters, posters, tweets and other social media postings; and performs other related duties as required.			
1.	Manages the ethics training program via the City's ethics online learning management system to ensure maximum biennial completion by City officers and employees. Monitors department and agency course completion. reviews, analyzes, and updates financial disclosure laws, rules, guidelines; provides outreach via newsletters, social media, other notices.	25%	(1,2)

#	Description of Duties and Responsibilities	% of Time	ADA Indicator(s)
2.	Plans, develops and executes a wide range of ethics training courses and materials for city officers and employees utilizing the City's and other learning management systems. Courses and materials target online training, in-person training, small group training, targeted group training, cabinet- and councilmember-level training, including all highest levels of city executives. Implements continuous development and improvement of user interface with relevant departments, including the Departments of Information Technology and Human Resources.	25%	(1,2)
3.	Liaises with departments, agencies and board and commissions for ethics training course questions and scheduling and participates in meetings, conferences, and other liaison activities. Assists with city-wide ethics training program outreach via emails, memoranda, telephone, and other communications.	25%	(1,2)
4.	Gathers information and conducts analyses of ethics training data and ethics training trends at all levels of government (local, municipal, county, state, and federal). Conducts inquiries of computerized databases and learning management systems. Provides assistance to ethics staff attorneys by gathering training data and evaluating relevant training information and making recommendations. May conduct user and other surveys to determine needed ethics training areas, determine public opinion, and inform the Ethics Commission and staff of risk areas and target city work groups and workers to focus training.	20%	(1,2)
5.	Performs other related duties as may be required.	5%	(1,2)